

**Department of Personnel Administration
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: Travel Programs – Verification and Posting of Travel Expenses	REFERENCE NUMBER: 2009-018
DATE ISSUED: 04/01/09	SUPERSEDES:

This memorandum should be forwarded to:

***Accounting Officers
Budget Officers
Claims Coordinators
Employee Benefit Officers
Labor Relations Officers
Personnel Officers
Personnel Transactions Staff
Personnel Transactions Supervisors
Travel and Relocation Liaisons***

FROM: Department of Personnel Administration
Benefits Division

CONTACT: Ray Asbell, Statewide Travel/Relocation Program Manager
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Effective immediately, the Department of Personnel Administration (DPA) has implemented the following changes to State of California (State) travel policy:

Official Travel Status (50 miles or more from home or Headquarters)

1. All business travel that results in any cost (airfare, rental car, meals, hotel, etc.) to the State must be supported by a travel expense claim [TEC] (STD 262 – Travel Expense Claim Form or a CalATERS – California Automated Travel Expense Reimbursement System form).

All business travel that is paid for by the State via a transportation contract (e.g. car rental contract, airline contract) shall also be documented on a TEC. The TEC shall note the method of transportation but not a cost as the employee does not incur an out-of-pocket expense.

2. Agency Secretaries, Undersecretaries, and Directors must post a copy of their travel claim or report no travel on the [State's Reporting Transparency website](#) within 60-days of the reporting month.
3. Any State business travel that is paid by a non-State entity or benefactor must be documented and approved in advance by the appointing authority or designee, and must be reconciled by filing a TEC.

Travel within 50 miles of home or Headquarters

Expenses incurred within 50 miles of an employee's home/headquarters must be substantiated and approved according to current State and departmental reimbursement policy.

Employees are reminded that all travel on official State business must be authorized in advance by their supervisor or appropriate hiring authority. It is the employee's responsibility to submit a TEC to substantiate travel expenses, in a timely manner.

DPA may establish additional travel policies and procedures in the future as necessary.

If you have questions or need assistance with the information provided above, please contact Ray Asbell.

/s/Greg Beatty

Greg Beatty, Chief
Benefits Division